

**Kineton High School & Sixth Form**  
**Job Description: Cleaning Supervisor**

<p>Responsibilities as Cleaning Supervisor To:</p>	<ul style="list-style-type: none"> <li>• Ensure a high standard of cleaning throughout the school</li> <li>• Assist with recruitment, induction and training of a team of cleaners</li> <li>• Monitor standards and performance of a team of cleaners</li> <li>• Ensure availability of relevant materials and equipment</li> <li>• Ensure access to premises and grounds for staff, contractors and other users</li> <li>• Maintain a healthy, safe and secure working environment</li> <li>• Develop new skills with the introduction of new technologies and undertake training associated with the role</li> <li>• Carry out record-keeping as appropriate</li> <li>• Assist the caretaker in the wider school environment as required e.g. setting up rooms, minor maintenance, taking of deliveries etc</li> </ul>
<p>Responsibilities as a member of staff To:</p>	<ul style="list-style-type: none"> <li>• Actively contribute to, and fulfill, staff and school responsibilities for safeguarding and promoting the welfare of children and young people.</li> <li>• Work effectively with all members of the school community to promote the KHS ethos, mission and values.</li> <li>• Adhere to all relevant school policies.</li> <li>• Act as a role model in terms of expected standards of dress, conduct, language and punctuality.</li> </ul>
<p>This job description is subject to periodic review and may be changed in accordance with the developing needs of the school, the department, the students or the post-holder, with whom any change will be discussed in detail.</p> <p>This job description should not be taken as comprehensive and exclusive of any other tasks. By negotiation and agreement between the post-holder and the Head Teacher other tasks which are relevant and reasonable for the post-holder may be allocated.</p> <p>Adults employed to work in Kineton High School are vetted for their suitability to work with children in accordance with the Keeping Children Safe in Education Policy and DfE requirements.</p>	